

CHAPTER ACTIVITIES



ADOPT-A-CHAPTER

The Adopt-a-Chapter program is designed to encourage the recruitment of high schools in your area that currently do not have an FBLA chapter. The goal is to get new chapters involved with FBLA.

RECOGNITION

All chapters who participate in this project and help charter or reactivate a new chapter will be recognized during the Parade of Chapters at the State Leadership Conference. ***The chapter will receive one complimentary registration to the SLC for each chapter adopted.***

All chapters who adopt a chapter must follow the “adoption terms,” have the new chapter sign the verification form, and return the form to the state FBLA office postmarked by the February 6 deadline.

All chapters are challenged to spread the word about North Dakota FBLA and give more students the opportunity to participate in this organization.

TERMS OF ADOPTION

In order to receive recognition for participation in the Adopt-A-Chapter Project, chapters must do the following:

- Contact a school that does not currently have an FBLA chapter and set up an appointment with an interested teacher to inform them about FBLA. (Contact the state office for a PowerPoint presentation that can be used at this meeting.)
- Request a “Chapter Start-Up Packet” from the state office and personally deliver it to the prospective chapter. This packet includes handbooks, charter application, office resource guides, etc.
- Assist adopted chapter with completing the charter application. **The new or reactivated chapter must have a minimum of five members.**
- Meet with the adopted chapter a minimum of two times. The new chapter should be assisted with developing a program of work for their first year.
- Conduct a chapter installation service for new chapter. **(Mandatory—this can be one of the two meetings listed in the previous item.)**
- Complete the Verification Form with all required signatures and mail to the state office *postmarked by February 6, 2006.*

FORM IN FORMS SECTION

CORPORATE SPONSORSHIP

The corporate sponsorship program is designed to raise money to help send state competitive event winners to the National Leadership Conference. Next year's conference will be held in Nashville.

TIPS FOR RECRUITING CORPORATE SPONSORS

Make a list of potential sponsors. In identifying sponsors, consider businesses that benefit from statewide exposure, such as car dealerships or statewide corporations. Remind them of the fact that approximately 1,500 high school students, teachers, and chaperones will be seeing the conference program. The conference program will have the sponsor's company logo printed in it. Many of your hometown businesses will also support you if asked.

When contacting potential corporate sponsors:

- Make an appointment convenient to them.
- Make sure you know everything about the program before you go and talk to potential sponsors. Know the basics of FBLA, such as the mission statement (printed in your chapter handbook), so you can inform them of what our organization strives to achieve. Make the business aware of what their money does. The sponsorship pays for the sponsored event winner's registration at the NLC.
- Have a general idea of what you're going to say and how you are going to say it before you contact a potential sponsor.
- If possible, show an example of last year's SLC program with sponsors' company logos in it. Tell how their name appears on the multimedia screen at the SLC next to the event name. Get the company's business card, so their sponsorship information can be printed in the conference program.
- Dress appropriately.
- Have an introduction that is informative and is ten seconds or less. As an example: "Hi, I'm Robin Walters, the president of the Martian Protection Society, and I'd like to speak to you about the benefits of sending an outstanding high school student into outer space."
- Tell them what happens at the NLC. Share the excitement of a North Dakota team winning first in the nation in desktop publishing. Also tell them what a great experience it is.
- Remember to send a written thank you within 48 hours to thank the business for their sponsorship.

From the moment you enter a business to contact a potential corporate sponsor, make sure you are as professional as you can be. One tip—if you have to wait for someone and you are sitting when they enter, be sure you stand to greet them and shake their hand.

When you get a corporate sponsorship:

- ☐ Complete all sections of the form
- ☐ Secure a check for the proper amount made out to North Dakota FBLA
- ☐ Send the information to the state FBLA office (address is in the chapter handbook)
- ☐ Send a thank you to the sponsor

Events that have been sponsored, and the businesses that sponsored them, will be listed on the website so that we do not get duplicate sponsors for an event. Check the website at www.ndfbla.org to see which events have been sponsored before talking to a business.

A list of events that are available for sponsorship and a sample introductory letter can be found on the next two pages.

FORM IN FORMS SECTION

2005-2006 NORTH DAKOTA FBLA COMPETITIVE EVENTS

(for use with Corporate Sponsorship Program)

Two participants or teams may enter each event unless indicated otherwise by ().

CHAPTER AND TEAM EVENTS

American Enterprise Project — 1 to 3 members per team
Business Ethics - 2 to 3 members per team (only 1st place attends nationals)
Business Plan — 1 to 3 members per team
Community Service Project — 1 to 3 members per team
Desktop Publishing — 2 members per team
Emerging Business Issues — 2 to 3 members per team (only 1st place attends nationals)
Entrepreneurship — 3 members per team (only 1st place attends nationals)
Local Chapter Annual Report — 1 report per chapter
Multimedia Presentation — 1 to 3 members per team
Network Design — 2 to 3 members per team (only 1st place attends nationals)
Parliamentary Procedure — 4 to 5 members per team (only 1st place attends nationals)
Partnership With Business Project — 1 to 3 members per team
Web site Development — 2 to 3 members per team

INDIVIDUAL EVENTS

Accounting I
Accounting II
Banking & Financial Systems
Business Calculations
Business Communication
Business Law
Business Math
Business Procedures
C++ Programming
Computer Applications
Computer Concepts
Economics
FBLA Principles and Procedures
Future Business Leader
Impromptu Speaking (*only 1st place attends nationals*)
International Business
Introduction to Business
Introduction to Business Communication
Introduction to Parliamentary Procedures
Java Programming
Job Interview (*only 1st place attends nationals*)
Marketing
Networking Concepts
Public Speaking I (*only 1st place attends nationals*)
Public Speaking II (*only 1st place attends nationals*)
Technology Concepts
Visual Basic Programming
Word Processing I
Word Processing II

RECOGNITION AWARD

North Dakota Who's Who (*only 1st place attends nationals*)

CORPORATE SPONSORSHIP SAMPLE LETTER

Insert Current Date

To Whom it May Concern

It is my pleasure to introduce you to the Future Business Leaders of America (FBLA); the premier organization for students who are planning for careers in business. I would like to present you with an opportunity to partner with our organization in an effort to further develop the leadership skills of North Dakota's FBLA members.

As a _____ at _____ High School, I am privileged to be serving as the North Dakota FBLA State _____. Through the program of activities offered by FBLA, I have developed leadership, teamwork, and time management skills, to name a few. These are skills that have greatly enhanced my education and will continue to serve me well as I move on to college and a career.

At the FBLA state and national conferences members have the opportunity to compete in various business events, which is a way to validate the skills students have learned in school. In order to compete at the national level, members must place first or second in their competitive event. In past years, our state chapter has paid the registration fee for all of North Dakota's competitors, and this has proven to be a drain on our resources. At last year's national conference, the state officers learned about a corporate sponsorship program being implemented in many states, and they decided to start a similar program in North Dakota.

As a corporate sponsor, we would ask you to provide for the registration fees in the competitive event of your choice, which would cost \$200. Some events only send one competitor to nationals, and we would ask sponsors of those events to donate \$100. In return for sponsoring an event, we will include your company's name in our conference program, and when the event is announced at the awards ceremony your contribution would also be noted. In addition, a representative from your company would be invited to attend our awards ceremony in April to present the awards in person.

In order to further discuss your company's potential participation as a corporate sponsor, I would appreciate the opportunity to visit with you in person about this program. I will contact you next week to set an appointment, or you may contact me by phone at (701) _____ or by email at _____.

Sincerely

Your Name
State _____

INFOSHARE

The “Infoshare Form” is a way for chapters to report their chapter’s news. The “Infoshare” is easy to fill out, send, and read.

COMPLETING THE INFOSHARE

Several things will happen when you complete the Infoshare:

1. Your regional vice president will take all the Infoshares collected each month, and submit a report to the state webmaster for inclusion on the ND FBLA website.
2. By sending in an Infoshare form, on three separate months, prior to the State Leadership Conference, your chapter will have fulfilled one of the requirements for the “Go for the Gold” event.
3. The Infoshare is your chapter’s way of letting other chapters know what’s happening with FBLA at your school.

All you need to do is type your school name, address, etc. on the form. Then check the type of activity and describe it. If you wish to reproduce this form electronically and email your Infoshares, please feel free to do so. Please send photos, if they are available. When sending photos, remember to have the people pictured sign a website release form that can be found in your Chapter Handbook and on the website. The website release form should be sent to the state FBLA office, and the state webmaster will verify whether or not it is okay to include your pictures on the website.

You must submit at least one activity, but may submit more if you had a busy month. Just remember that forms must be turned in on three separate months, with at least one activity on each form, by February 6, 2006, in order to qualify for “Go for the Gold.” Please postmark, fax, or email the Infoshare to your regional vice president by the 5th of the month. We look forward to reading all about your local chapters!

FORM IN FORMS SECTION

MEMBERSHIP MADNESS & MEMBERSHIP MANIA

Effective state and national programs depend upon membership support and growth. In order to support the efforts of members who recruit new FBLA members, recognition is given to those who recruit five or ten new members.

MEMBERSHIP MADNESS AWARD

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least five (5) new members receive a certificate of recognition and have their efforts recognized at the State Leadership Conference. Completing the requirements of the Membership Madness Award can also be used as an optional activity for Go for the Gold (or Silver). The deadline for submitting Membership Madness Forms (located in the Forms Section) is February 6. Once this form is submitted for recognition at the state level, it will be forwarded to the national office for recognition. Members and/or advisers do not have to send the form to the national office; the state office will do it for you.

MEMBERSHIP MANIA AWARD

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least ten (10) new members receive a certificate of recognition and have their efforts recognized at the State Leadership Conference. Completing the requirements of the Membership Mania Award can also be used as an optional activity for Go for the Gold (or Silver). The deadline for submitting Membership Mania Forms (located in the Forms Section) is February 6. Once this form is submitted for recognition at the state level, it will be forwarded to the national office for recognition. Members and/or advisers do not have to send the form to the national office; the state office will do it for you.

FORMS IN FORMS SECTION